

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA**

In re:

v.

Case Number: _____

CJA EX PARTE TRAVEL REQUEST AND ORDER

Name of Traveler: _____ ☐ **Attorney** ☐ **Expert**

Address of Traveler: _____

Dates of Travel: _____

Destination: **From:** _____ **To:** _____

Airport if different from destination _____

Purpose of Travel: _____

Brief explanation as to the necessity for travel, how the purpose of the trip is relevant to the facts of the case, and why the number days of travel is required.

Expense Summary:

The following information is a summary of travel expenses to be incurred. The court will reimburse expenses pursuant to the government per diem rate. Please check per diem rate for the destination and verify airfare, hotel and rental car rates before submitting travel request.

Description	Number of Days	Total	CJA Unit Use
Per Diem Rate for Destination \$ _____ (Lodging & Meals) (Check Court Website - CJA/Travel/Government Per Diem Rates)	_____ Days	\$	
One or Last Day of Travel (Meals only)	<u>1</u> Day	\$ 38.00	
Airline Fare (Traveler contacts Omega World Travel (OWT) 1-866-450-0401)	N/A	\$	
Rental Car - Daily Rate \$ _____	_____ Days	\$	
Miscellaneous: Taxi, Shuttles, Tolls	N/A	\$	
TOTAL		\$	

Submitted By: _____ **Date:** _____

Attorney Name/Address: _____

Telephone Number: _____ **Fax Number:** _____

The above estimated travel request is: ☐ **APPROVED** ☐ **DENIED (See attached memo)**

DATE

Jeane DeKolver
CJA Supervising Attorney